

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 1506

FLSA: Exempt

CLASSIFICATION TITLE: GENERAL SUPERVISOR, SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate and supervise operations of an assigned department/division, to include scheduling projects, coordinating equipment and manpower, processing documentation, and overseeing work activities involving street/roadway construction/maintenance, sewer construction/maintenance, stormwater system maintenance, parks/recreational facility maintenance, building maintenance, grounds maintenance, equipment maintenance, or other City projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; participates in the hiring process; conducts or coordinates training activities.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures compliance with established quality standards; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes/prioritizes projects and makes work assignments; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Performs administrative work associated with supervision of projects; reviews/processes employee time sheets; reviews/approves leave requests; maintains operation files and historical data on operations; prepares periodic progress reports; completes required forms and paperwork; provides budgetary input; assists in developing long term plans/goals for the assigned area.

Manages projects; reviews and processes incoming work orders; determines necessary equipment and materials to conduct projects; ensures availability of adequate equipment/materials to conduct projects; determines optimum methods of project completion; schedules projects; inspects job sites prior to commencement of

work; ensures proper traffic control at job sites; monitors status of work in progress and troubleshoots problems; monitors work quality and inspects completed work.

Supervises and assists in performing work associated with sewer construction/maintenance or stormwater system maintenance projects; inspects the cleaning and repair of alleys for stormwater runoff; oversees construction/installation of storm and sanitary sewer pipe lines, asphalt, guardrails, fencing, buildings, bridges, concrete ditches, culverts, retaining walls, brick manholes, and catch basins; inspects pump stations for proper maintenance of equipment which includes recording flow charts, checking pumps and fans, ensuring proper lubrication, or checking for irregular noises; supervises digging of pipe trenches, laying of water pipes, drainage pipes and storm basins, and covering of trench when work is completed; supervises repair of water mains, water service lines and sewer lines, installation of new water or sewer mains, taps and lines.

Supervises and assists in performing work associated with street/roadway construction/maintenance projects, which may include patching potholes, constructing and paving roadways, maintaining bridges, clearing rights-of-way, cutting vegetation, or sweeping City streets; inspects City streets to identify potential problems or necessary repairs; inspects streets for sight distance code violations and litter.

Supervises and assists in performing work associated with parks/recreational facility maintenance projects; builds or maintains athletic fields, playing surfaces, tennis courts, recreational facilities and equipment, playgrounds, and natural ice skating areas; monitors greenhouse operations, orders plants, and monitors scheduled plantings, care, and relocation of annuals, shrubs, and trees; draws plans for ball fields, playgrounds, tennis courts, roads, parking lots, or other areas; oversees mixing, use and disposal of chemicals; coordinates setup of bleachers, picnic tables, and other equipment for events; coordinates projects with landscaping/grounds maintenance personnel.

Supervises and assists in performing work associated with grounds maintenance, which may include mowing/edging grass, cutting weeds, spreading seed, watering grounds, raking ground surfaces, applying fertilizer/pesticide, plowing/shoveling snow, or lifting/moving heavy materials.

Supervises and assists in performing work associated with construction, maintenance, or repair of buildings and related systems, which may include performing building repairs, minor carpentry, concrete work, painting, welding, brazing, or cutting metal; performs plumbing work such as repairing leaking faucets, installing water lines for pools, repairing steam pipes, installing toilets, or repairing flush meters; supervises setup and removal of tables, chairs, stages, and other fixtures for meetings/events.

Assigns projects to outside contractors as appropriate; monitors, coordinates, and evaluates work performed by outside contractors.

Monitors inventory of department equipment, materials, tools, and supplies; researches sources, prices, and quality of various equipment, materials, supplies, and services; initiates requests/orders for new or replacement items; writes specifications for purchase of vehicles or equipment.

Operates a variety of machinery, equipment and tools associated with projects and work activities as needed; oversees and coordinates general/preventive maintenance necessary to keep vehicles, equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; plans and coordinates regular maintenance or necessary repairs.

Coordinates staff assistance for emergency situations such as inclement weather, natural disasters, holes in pavement, downed trees in streets, or other situations.

Prepares or completes various forms, reports, correspondence, schedules, production reports, purchase vouchers, attendance records, overtime reports, accident reports, performance appraisals, drawings, or other documents.

Receives various forms, reports, correspondence, work orders, purchase vouchers, invoices, time sheets, leave requests, attendance records, accident reports, job specifications, blueprints, architectural drawings, manuals, catalogs, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, email, or other programs.

Communicates with supervisor, employees, other departments, city/state officials, business leaders, engineers, consultants, contractors, vendors, service providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Coordinates work activities with those of other divisions, other departments, contractors, consultants, outside agencies, or others as needed; notifies Traffic Division, Police Department, and Fire Department of road closings or detours due to construction/repair projects.

Responds to complaints and questions related to department operations and activities; provides information, researches problems, and initiates problem resolution.

Attends and participates in meetings with employees, department/City personnel, contractors, vendors, or others as appropriate.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in equipment operation and maintenance work in the area of assignment;

supplemented by five (5) previous experience and/or training that includes supervision of maintenance projects within the department/division of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license; may be required to possess and maintain a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness,

humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.